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WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION
5 South Wabash Avenue
Chicago 3, Illinois

October 16, 1944

To: District and Sub-District Representatives
From: Donald E. Smith, Acting Regional Director
Subject: Hospital Butter Program for 1944.

A new program has been developed to help alleviate the critical butter shortage for civilian hospitals. However, this program differs from the one followed last year in that the butter supply situation is much shorter, and we are urging hospitals not to apply for certificates unless they are unable to obtain the minimum requirements as set forth herein through their regular trade channels. The War Food Administration has not completed its procurement for minimum requirements and thus must continue to buy set-aside butter. The only source of set-aside butter for hospitals this year will be the balances remaining in the hands of persons subject to the provisions of WFO 2 after the requirements of WFA and other designated government agencies have been met. Therefore, the exact amount of available butter is difficult to determine at this time. However, even if the amount were accurately known, an uncertainty still remains because the butter may not always be properly located in respect to hospital needs. All this means that the new hospital butter certificates must not be construed as a source of supply, and the release certificate so states.

The major points of this program are as follows:

1. Release certificates of butter will be issued by the Field Representative of the Dairy and Poultry Branch, effective October 16th, upon application from eligible institutions. Hospitals, Government agencies (including State, County and City) purchasing supplies for hospitals or cooperative agencies operated by or for hospitals are eligible to receive these certificates.

In areas where sufficient butter appears to be available after hospital needs are met, the Field Representatives are permitted at their discretion to grant butter release certificates to orphanages, State Veterans Facilities, homes for aged, and other eleemosynary or public institutions, except penal institutions.

2. Hospitals for the purpose of this program are defined as institutions which maintain and operate, in conformity with local and State laws, organized facilities for the diagnosis, care or treatment of human illness, including convalescence and care during and after pregnancy, where persons are admitted under the care of a person licensed to practise medicine and surgery in the State, in which the institution is located, except such institutions as provide exclusively for medical care over periods of less than 48 hours.

3. The amount of butter released for a hospital shall not exceed 3/10 pound per patient bed per week.
4. Certificates will be limited to definite periods, will be for definite amounts, and the quantity indicated on any one certificate must be obtained from only one butter handler. These periods will be as follows:

October 16, 1944	thru	November 19, 1944
November 20,	"	December 24, 1944
December 25,	"	January 28, 1945
January 29, 1945	"	February 28, 1945

5. Butter to which these certificates apply must be obtained directly or by replacement from creameries and authorized receivers subject to the provisions of WFO 2. As accurate a list as possible of set-aside butter stocks held by creameries and authorized receivers in the Midwest Region will be maintained in the Dairy and Poultry Branch in Chicago.
6. While it is felt that a hospital holding a release certificate will generally present them to a creamery or authorized receiver having set-aside stocks on hand, the authority to receive butter contained in the certificate may be extended to any butter handler upon endorsement of the certificate by the person to whom it was issued and the transfer of an endorsed certificate to that handler. There is no limit to the number of handlers through which a certificate may pass provided the necessary endorsements are made in each case. Certificates received and honored by a creamery or authorized receiver will be returned to the War Food Administration by submitting them along with the monthly reports required by WFO 2-3 to the Bureau of Agricultural Economics, New Post Office Bldg., Chicago, Illinois.
7. WFA will not be responsible for guaranteeing delivery of butter by handler receiving a certificate. However, such failure to deliver should be reported to this office.
8. Program is designed to provide butter supplies to hospitals, requiring same for the period of October 16, 1944 thru February 28, 1945.
9. In applying for release certificates, hospitals or other agencies should furnish the following:
 - a. Name and address of hospital, institution or organization requesting the butter.
 - b. Name of responsible official of the institution or agency for which the butter is intended.
 - c. Number of patient beds being maintained in the institution.
 - d. The period, or periods, of time for which the supply is needed.

While certificates will be issued for only one period at a time, if the original application requests certificates for all periods, the subsequent certificates will automatically be issued at the beginning of a new delivery period. Otherwise re-application will have to be made.

10. This program does not effect in any way price and rationing requirements.
11. Butter release certificates will be issued for a specific period as outlined in Section 4 of this memorandum and must be received and endorsed by the butter handler not later than the expiration date shown on this certificate.

This expiration date will be fixed at 15 days after the end of the period for which the butter is intended to supply the hospital, and deliveries of this butter should be made to the hospitals by the butter handler not later than the date shown in the 1st paragraph of the release certificate; in other words, if a hospital holds a release certificate in the amount of 200 pounds of butter for the period October 16 thru November 19, then the date of issuance of the certificate will be October 16, the expiration date will be December 4, but the butter must be delivered to the hospital by November 19.

A specimen copy of the butter release certificate is enclosed for your information.

All District and Sub-District Representatives should be fully conversant with the details of this program, therefore, if there are any questions relating to it, please write us for them immediately. Please bear in mind that butter supplies for this year's program are limited and, therefore, no promotional work should be done. We do feel, however, that there is enough butter to adequately take care of all institutions in this region who require help in obtaining their minimum butter requirements. If the anticipated supply of butter fails to meet the amounts expected, it may be necessary to further shorten the delivery periods set forth herein or to decrease the rate of distribution.

Donald E. Smith
Donald E. Smith
Acting Regional Director
Midwest Region

The first part of the report is devoted to a general description of the project and its objectives. It is followed by a detailed account of the work done during the period covered by the report. The results of the work are then presented, and a conclusion is drawn from the findings.

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